


C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

Regular Meeting of the Suggestion Awards Committee

~~Thursday, 9~~ October 1958

Tuesday, 21

AGENDA

1. The call to order
 2. Minutes of last meeting
 3. Comments by Chairman
 4. Report by Executive Secretary
 5. Old Business
 6. New Business
(Vote on suggestions attached)
 7. Adjournment
- 

S-E-C-R-E-T

In this one instance, because of the transition from the previous Committee to the new Committee, the Chairman of the Suggestion Awards Committee appointed an ad hoc committee to deal with the minutes of the last meeting of the previous Committee. This Ad Hoc Committee was composed of the Chairman, Suggestion Awards Committee [REDACTED] a FY 1958 Committee Member, [REDACTED] and the Alternate Executive Secretary, Suggestion Awards Committee, [REDACTED]. This Ad Hoc Committee concurs in these minutes as written.

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MINUTES OF MEETING
SUGGESTION AWARDS COMMITTEE
THURSDAY, 19 JUNE 1958

On Thursday, 19 June 1958, at 10:00 A.M. in Room 2601 Curie Hall, [REDACTED] Chairman, chaired the Regular Meeting of the CIA Suggestion Awards Committee.

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The following were present:

Members

(DD/P)
(DD/P)
(DD/I)
(DD/S)
(DD/S)

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(SS/I)

(Personnel)
(Security)

(Executive Secretary)
(SAS)

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Minutes of SAC Meeting
19 June 1958

Minutes

The minutes of the regular Committee meeting held on 6 March 1958 were approved.

Chairman's
Report

- a. The basic problem we have in our program is obviously to obtain interest on the part of the supervisor -- not the first line, but the 75th line supervisor.
- b. Security precludes publicizing some awards which could do the program so much good. This limits our salesmanship possibilities. We have to think faster and harder with each idea we have for promoting the program.
- c. I think a new thing we can do to get the supervisory group interested is to cut the supervisor in when we approve a suggestion. With the \$8,500.00 award for changes in the reports system, the supervisors were very instrumental in getting the case approved. But, it has been almost impossible to get adequate recognition for the supervisors -- I think we would possibly get this through the Honor Awards system. However, it seems to me that this Committee must devise some system. We can learn from Industry that salary increases for merit performance are very worthwhile. I have been in situations in Industry where a salary increase by management turned a bad situation into a state of great progress. We cannot do this in Government, at least not yet. However, maybe we could have a separate board called a Merit Performance Board. That is under consideration and I intend to push it. I think we must seize every opportunity to get the supervisors "on the team".
- d. This is why we see an advantage in changing the Committee members annually. The person who has served with the Committee is suggestion minded and even though he or she has finished a term, we can count on loyalty and enthusiasm from them. In other words, they are still one of us.

Executive
Secretary's
Report

- a. Suggestions in process at this time total 225 cases. The ages of the suggestions are as follows:

1957 (1st Quarter)	3
(2nd Quarter)	8
(3rd Quarter)	18
(4th Quarter)	24
1958 (1st Quarter)	57
(2nd Quarter)	115
	225

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Minutes of SAC Meeting
19 June 1958

- b. The report for the Civil Service Commission for FY 1958 is being prepared.
 - (1) We have received to date some 600 cases. Last year we received 340 cases which included 207 from one suggester.
 - (2) We have approved 76 cases thus far, vs 34 for last year.
 - (3) These 76 cases have not only earned three times the amount of money in awards, but they also represent more than three times the Tangible Savings over FY 1957. We believe this attests to the improved quality of our suggestions.
- c. OTR has asked us for OTR Bulletin material which we submitted, but the Executive Assistant to DD/C ruled that all such material would be used exclusively by the Support Bulletin.
- d. Conference Leadership Course students, in selecting topics for discussion, occasionally discuss the Suggestion Awards Program. The staff has recently assisted a student with material for this assignment.
- e. The new Employee Suggestion Form has been ordered. On the reverse of this form, information will be included regarding:
 - (1) The statute of limitations on suggestions.
 - (2) Rules regarding line-of-duty and job expectancy aspects of suggestions.
- f. We have developed a new check list for the evaluators.
- g. We have designed a new hand-out folder which will be provided to new employees and will be available on the shuttle-busses in "help-yourself" containers.
- h. We have drafted a letter for the Deputy Directors advising them of their individual scores -- this to go out after all the statistics have been assembled.
- i. The Clandestine Services Special Panel of the Suggestion Awards Committee met on 1 May 1958 to consider 11 sensitive cases. Four of these were declined, 7 referred for further study. The Special Panel cases in this Fiscal Year lack the quality we look for.

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Minutes of SAC Meeting
19 June 1958

3. 54 cases were closed out under the special authority granted the Executive Secretary of the Suggestion Awards Committee to resolve and close out cases which have on record, the evaluators' unanimous recommendations to disapprove them.

Suggestion
Awards Film

The Chairman asked whether there were any questions or discussion concerning the paper which all members had read on the proposal for the film. The recommendation of the Executive Secretary as contained in TAB 5 (recommendation) to the Agenda was adopted.

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General
Discussion

- a. [REDACTED] remarked that he wished to applaud the Chairman's idea to institute a merit system to encourage the supervisors to get behind the program.

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- b. [REDACTED] inquired as to whether or not there would be any way to revise our payment of awards system so that a person receives the net award after taxes. For example, the Committee would vote for an award of \$12.72 instead of \$10.00 and the suggester would receive a check for \$10.00. He suggested that this system apply to all awards up to a net of \$100.00. [REDACTED] thought this could be handled in the future by having the Committee merely vote for a net award. The Secretary was instructed by the Chairman to carry out the proposed procedure in the future.

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N.B. The Comptroller agreed that this technique could be used, but pointed out the danger of awarding a person \$125.00 — the net to the suggester would be less after taxes than the award to the person who had earned \$100.00. Further, the Chairman took into consideration the intent of the law, and decided not to put this procedure into effect in this Agency.

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- c. [REDACTED] gave it as her opinion that there had been a remarkable improvement in the staff work of the administration of the Program in FY 1958.

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Minutes of SAC Meeting
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- d. The Chairman complimented the Committee and thanked everyone for his splendid efforts. He remarked that he had tried to operate along democratic lines and that he personally appreciated the work and enthusiasm of the members.

Suggestions
Approved

By unanimous vote on each case, the Committee approved the following awards for the suggestions indicated:

<u>Sugg. No.</u>	<u>Total Award</u>	<u>Benefits or Savings</u>
2797	\$ 450.00	Intangible (High-Extended)
58-4	160.00	Tangible (\$3,229.00) Intangible (Slight-Local)
58-83	50.00	Intangible (Slight-Local)
58-171	70.00	Tangible (\$1,800.00)
58-181	Letter of Appreciation	
58-246	50.00	Intangible (Slight-Local)
58-350	25.00	Intangible (Slight-Local)
58-400	10.00	Tangible (\$126.00)

New Business

None

Adjournment

The meeting adjourned at 11:20 a.m.


Executive Secretary
Suggestion Awards Committee

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10/20/58

* NOTES FOR CHAIRMAN

1. Welcome to new members
2. Explain objectives
3. Box Score letters to DD/I, DD/P, and DD/S to inspire competition
4. Letter to Supervisor with a 33% Adoption Rate - *copy attached*
5. "Medicine Show" to stimulate supervisor's interest